

3 March 1972

Coord of Corres Handbook

25X1A9A

met with [] He had a change to make
in para 106 a we should add TS where we indicate
type CIA TS Control No ____.

he questioned the need for typing the TS Control numbers on
each page of the correspondence. On documents it's only
typed on the first and last pages. He left it up to us to
delete it or keep it in.

25X1A9A

Met with [] in Ex-Dir's office.

25X1A9A

She and [] reviewed the portion on preparation
of correspondence for DCI and DDCI.

Courtesy copy not required for DCI's signature but she
said she would check it out with Elizabeth. Later ~~Eliz~~ Barbara
said Eliz said it could be left in - they would dispose of it
if they didn't use it.

Complimentary Close:

DCI uses Sincerely, but there are exceptions, some of
which are: Respectfully yours, when addressing the President, the
Vice President, and the Chairman of the Armed Services Committee;

Cordially yours is used for personal correspondence.

If in doubt about the Close, please check.

The Executive Director uses Sincerely.

In our Forms of Address on page 41 the The is omitted before
Honorable. The girls in the O/DCI say it should be added. Not
correct unless we address someone as The Honorable xxx xxxxx.

Our term Brief was not understood by the girls. They call it
a Covering Memo which explains the correspondence being sent for
signature, gives a bit of background, and action or approval requested
of the DCI. Also Eliz would like to call them Transmittal memos.

25X1A9A

March 7 - [] said Eliz wanted me to know that she would like
to see the handbook before it goes to the printer.

About correspondence for the DDCI - the girls said they wouldn't
know until he came aboard.

Revised HB to Printer PSD

3/16/72 - 1000 copies

Notified Joyce in Logistics to
order US Govt Corres Manual for
Supply rooms. Sent DDCI a copy with
proposed revision.

25X1A9A